

The portfolio items must be turned in inside of a file folder. This component will count as a separate 50-point Formal grade.

ITEM. DESCRIPTION and POINTS WORTH	DUE DATE	TURNED IN (teacher initial)
Topic approval form: Given to students on 8/29. (5 points)	9.11	
Working bibliography: An MLA formatted bibliography of all the possible sources the student will use in their paper. The working "bib" should contain at least five sources. Additionally, students will need to have hard copies of at least two of their sources on the day the working bib is due. (5)	9.18	
Outline: The outline will either be student generated or follow a teacher-approved format. It should contain the breadth of the paper and indicate the direction in which the student is taking their paper. (5)	9.27	
First three pages (initial rough draft): The first draft of the paper needs to be at least three pages but can be more extensive. Student should be demonstrating that their research is valid, their paper is well-written and follows MLA guidelines. This draft should make use of the research initially carried out and documented in the working bib as well as further research. A Works Cited page is not required but is encouraged. An electronic submission is required in addition to a hard copy. (5)	10.2	
Final rough draft: A final rough draft should be submitted of the student's paper. This draft should include a Works Cited page, the student-generated graphic and be as close to the finished product as possible. Six to eight pages is the required length. An electronic submission is required in addition to a hard copy (10)	10.9	
FINAL PAPER DUE: MLA formatted, Works Cited page, at least ten documented sources, a student-generated visual, 6-8 pages. An electronic submission is required in addition to a hard copy (10)	10.17	
This checklist/Portfolio: This checklist should be included with your portfolio. Your portfolio will be a 50-point test grade. Provided all items are turned in with your portfolio, all items were on time <i>and</i> the student has signed the bottom of this form verifying its integrity, the student will receive a 100. Hurray. (10)	10.17	

PLEASE NOTE: Failing to turn in a hard copy and an electronic (turnitin.com) submission will result in a late penalty. Please see the syllabus for the policy on late work.

PLEASE NOTE: An absence on the day a major project is due is not an extension. Please see the syllabus for the policy on turning in projects if absent.

PLEASE NOTE: Forging signatures will result in a referral for the portfolio grade and the grad paper grade.

PLEASE NOTE: Students are responsible for scheduling a conference time via email, for before or after school during scheduled tutoring hours, for any additional help needed.

STATEMENT	SIGNATURE	DATE
I have read through this checklist and completely understand the requirements of the grad paper.		
I have not altered this form in any way including the forging of signatures or the altering of notes/dates.		